

SPECIAL ORDER NO. 29

June 11, 2009

SUBJECT: REQUEST FOR LEAVE OF ABSENCE PROCEDURES AND REQUEST FOR LEAVE OF ABSENCE, FORM 01.36.00, - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises military and disability leave procedures in Department Manual Section 3/730.10. The Request for Leave of Absence, Form 01.36.00, is revised to reflect Department Manual Sections 3/730.20 and 5/01.36.00.

PROCEDURE:

- I. REQUEST FOR LEAVE OF ABSENCE.** The "Note" in Department Manual Section 3/730.10, under "Commanding Officer, Personnel Division-Responsibility" has been revised as follows:

Note: All military leaves are processed by Personnel Records Section, Personnel Division, and disability by pregnancy or child birth exceeding 120 days are processed by Medical Liaison Section, Personnel Division.

- II. REQUEST FOR LEAVE OF ABSENCE, FORM 01.36.00 - REVISED.** The Request for Leave of Absence, Form 01.36.00, has been revised to include the following:

- * "C.S. Class" is changed to "Rank/PG";
- * Residence address and phone number boxes have been deleted;
- * The instructions in the "Military" section now read: "Attach three (3) certified copies of the military orders (certified copies are signed by a commissioned officer and signed copies shall include their rank).";
- * Added to the "Military" section is: "Address while Deployed (include City, Zip code, and area code/phone number)";
- * The instructions above the signature block have been removed; and,
- * The signature blocks now include: The Commanding Officer, Personnel Group; the Commanding Officer, Administrative and Technical Services Bureau; and the Director, Office of Support Services.

The use and distribution of this form has not changed.

AMENDMENTS: This Order amends Section 3/730.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive, in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

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